

Juvenile Justice Informational Sheet

Which Juvenile Justice Cases need to be Entered in eWiSACWIS?

It is a federal requirement that all counties document their IV-E placements in eWiSACWIS. This includes all juvenile justice cases that have a IV-E placement. IV-E placements are those placements in which a child is placed with a provider via court order (TPC or dispositional) or voluntary placement agreement. The placement providers that are included are foster home, treatment foster home, group home, shelter care and RCC. Examples of placements that are excluded are correction placements, detention (only if it is not part of a placement episode like a sanction) and hospital.

However, the eWiSACWIS program team strongly encourages all JJ placements to be documented in the system because there are situations in which some placements that start as non-IV-E reimbursable juvenile justice placements can be partially reimbursable to the counties depending on the sequence of a child's placement. There are so many scenarios that it is impossible to provide guidance as to which non-IV-E placements should be in eWiSACWIS. If counties do not want to enter all JJ placements in the system then they must also be responsible for monitoring their JJ placements and enter those that qualify for reimbursement. If a county is unsure of when a Non IV-E placement may be reimbursable to them they will need to sort through the IV-E handbook provided to them by the State as a guideline and make their own decisions. To avoid this constant monitoring, we recommend all JJ placements be entered into eWiSACWIS. This is easier for all involved to understand and maintain while also ensuring a county is maximizing their reimbursements.

Some counties have chosen to enter all of their juvenile justice cases into eWiSACWIS whether or not they initially have a IV-E placement. This helps to ensure consistency as to what data is found in the system as well as eliminating the need for counties to monitor the placements made for their Juvenile Justice cases. Other counties have decided to modify their policies and procedures to ensure that when a IV-E placement is made for a child in a Juvenile Justice case that case and all of the required information is immediately entered into eWiSACWIS. Either option is available to counties as long as all IV-E placements are documented within the system.

What Information Needs to be Entered into EWiSACWIS for IV-E Juvenile Justice Cases?

Juvenile justice cases in eWiSACWIS will need to have information/data that will fulfill other reporting requirements also. Therefore, any IV-E juvenile justice case will also need to capture all AFCARS and ASFA reporting elements.

The eWiSACWIS pages that will be required for IV-E juvenile justice cases are:

- Services Intake
- Person Management window for child and parent(s)
- Out-of-Home Placement

- Legal Action
- Legal Status
- Eligibility (IV-E and MA)
- Permanency Plan
- Administrative Review (documented in meeting module if panel does 6 month reviews, documented in Legal Status if it is a judicial review)
- Trust Account
- Foster Care Rate Setting (dependent upon placement setting)
- Court Report

The Structure of Juvenile Justice Cases in eWiSACWIS

Juvenile Justice cases need to be structured just like the CPS family cases in eWiSACWIS. It is not uncommon for a county to be providing both Child Protective Service and Juvenile Justice services to the same family. By following the same guidelines for these two types of cases, in the event of a family receiving both CPS and JJ services one case can hold a comprehensive history of all services the entire family is receiving. This will eliminate the need to enter duplicate information in two different cases for the purpose of IV-E claiming and reporting. IV-E Juvenile Justice cases need to comply with ASFA requirements including timelines for a TPR. ASFA information is also best gathered if the case reflects all the family information. An example of having one case for a family receiving both CPS and JJ services: If a family already exists in the system as a Child Protective Services case at the time that a new Juvenile Justice intake is received on that same family, the JJ intake would simply be linked to the CPS case at the time that the JJ intake is screened in by the supervisor. This would be all it would take to combine the two cases into one.

To ensure that both the Child Protective Service cases and Juvenile Justice cases are structured in the same manner, it is important to use the same guidelines as to who is identified as a reference person. For example, most counties identify the female head of household as the reference person. This means that the female head of household would be the Reference Person in both Child Protective Service intakes/cases and Juvenile Justice intakes/cases.

Juvenile Justice Templates

The following templates can be accessed from the Administration Icon on the Create Case Work page in eWiSACWIS:

- Delinquency Assessment and Court Report (CFS-2317W)
- Delinquency Risk Assessment (CFS-2266-54W)
- JJ Assessment of Family (CFS-2267-25W)
- JJ Case Plan (CFS-2268-55W, CFS-2268-70W or CFS-2268-61W)
- JJ Case Progress Evaluation (CFS-2315W-36)
- JJ Case Review / Closing Narrative (CFS-2665-70W)

- JJ Face Sheet (CFS-2235-27W, CFS-2235-68W or CFS-2235-14W)- intended to be a quick summary of the Juvenile Justice case that can be printed for the case worker to take into the field
- Letter to District Attorney (CFS-2308-68)
- Referral Request (CFS-2331)
- Risk Reassessment for Youth in RCC or JCI (CFS-2266-15W)
- Service Request and Referral (CFS-2318W)
- Youth & Family Assessment (CFS-2263-18W or CFS-2263-70W)
- Youth Risk Reassessment (CFS-2265 and CFS-2665-48W)

The following template can be accessed from the Assessment Icon on the Create Case Work page in eWiSACWIS:

- Child Welfare / Juvenile Justice Assessment (CFS-2214)

The following templates can be accessed from the Service Intake page in eWiSACWIS:

- Service Intake Referral Information (blank Word document)
- Services Intake Summary (CFS-2247-24W)